

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> Financial Analyst	<b><u>SERIES NUMBER</u></b>
	<b><u>MAJOR AGENCIES</u></b> All Agencies	<b><u>EFFECTIVE</u></b> DRAFT

**SERIES PURPOSE**

The purpose of the financial analyst occupation is to prepare, process &/or analyze accounting records, financial statements, &/or other financial reports & data.

**Glossary** – the terms below are to be interpreted as follows wherever they appear in the classification specification:

**Advanced level of experience in spreadsheet software** – advanced formulas, pivot tables, macros

**AGO** – Ohio Attorney General’s Office

**A/P** – accounts payable

**A/R** – accounts receivable

**ASAP** – U. S. Automated Standard Application for Payments

**Basic level of experience in spreadsheet software** – entering data, sorting/filtering, basic functions (sum, average, subtotal), formatting

**BI** – Business Intelligence

**CAP** – corrective action plan

**DPM** – U.S. Division of Payment Management

**FIN** – OAKS Financials module

**G5** – U.S. Department of Education federal grant system

**Intermediate level of experience in spreadsheet software** – basic formulas (lookup, IF/OR, linking), charts, graphs, tables, conditional formatting

**ISTV** – Intrastate Transfer Voucher

**MBE/EDGE** – Minority Business Enterprise/ Encourage Diversity, Growth & Equity

**Multi-purpose workcentre** – printer/copier/scanner/fax machine

**OAKS** – Ohio Administrative Knowledge System

**OBM** – Ohio Office of Budget & Management

**OIL** – Occupational Injury Leave

**OSS** – Ohio Office of Shared Services

**POA** – period of availability

**TOS** – Ohio Treasurer of State

<b><u>JOB TITLE</u></b> Financial Associate	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b> DRAFT
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**CLASS CONCEPT**

The entry level class works under immediate supervision & requires some knowledge of accounting systems & procedures in order to prepare, compile & verify statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable and/or perform various payroll activities.

**JOB TITLE**

Financial Analyst

**JOB CODE**

**PAY GRADE**

**EFFECTIVE**

DRAFT

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of accounting systems & procedures in order to prepare, examine, and/or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards.

**JOB TITLE**

Senior Financial Analyst

**JOB CODE**

**PAY GRADE**

**EFFECTIVE**

DRAFT

**CLASS CONCEPT**

The advanced level class works under direction & requires thorough knowledge of accounting systems & procedures in order to research & analyze complex information to resolve errors, modify data, &/or determine appropriate action with external involvement.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Financial Associate			DRAFT	

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

- 1a. Prepares, compiles & verifies statistical, financial, accounting or auditing data, reports & tables related to accounts payable & accounts receivable:
- Enters transactions (e.g., vouchers, requisitions, ISTVs) & submits for approval
  - Receives & records checks, invoices, vouchers & supporting documentation
  - Codes documents according to agency procedures
  - Verifies accuracy of data & revises any errors (i.e., checks figures, postings, reports & documents for correct entry, mathematical accuracy, & proper codes)
  - Prepares revenue deposits by compiling data, verifying & balancing receipts, & sending cash, checks, or other forms of payment to banks
  - Matches purchasing documents with invoices & receiving documents, & records the necessary information
  - Keeps financial records using journals & ledgers or computers
  - Processes stop, lost & stale-date payments
  - Enters payment card transactions according to agency procedures
  - Records & analyzes information using spreadsheets, databases, &/or accounting software
  - Performs calculations & produces documents using 10-key calculators, computers, & multi-purpose workcentres
  - Conducts basic reconciliation or notes & reports discrepancies found in records (e.g., payroll, lock boxes, deposits)
  - Prepares pre-processing forms for OSS
  - Verifies vendor transactions are coded appropriately to capture data for State initiatives/programs (e.g., MBE, EDGE, Community Resource Program)

&/OR

- 1b. Performs various payroll activities:
- Reviews timesheets to detect & resolve payroll discrepancies
  - Processes paperwork for new employees (e.g., I-9, benefit enrollment forms) & enters employee information into the payroll system
  - Verifies attendance, hours worked, & pay adjustments, & posts information onto designated records
  - Records employee information, such as exemptions, transfers, & resignations, to maintain & update payroll records
  - Reconciles leave time (e.g., vacation, personal, & sick leave) for employees
  - Compiles employee time & payroll data from timesheets & other records
2. Performs various accounting related duties:
- Makes travel arrangements for staff
  - Contacts customers to obtain or relay account information
  - Accesses computerized financial information to answer general questions as well as those related to specific accounts
  - Performs general office duties such as filing, answering telephones, & handling routine correspondence
  - Balances petty cash (e.g., reconcile receipts & cash to authorized level; prepares documents to support replenishment of cash)
  - Enters, reconciles & maintains asset records in asset management system (e.g., labels new asset; completes surplus reports)
  - Contacts prospective vendors to establish in OAKS & agency system or modifies vendor information

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations\*; OAKS FIN &/or federal accounting system\*; purchasing\*; budgeting\*. Skill in use of calculator, personal computer & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports,

records, &/or correspondence; gather, collate & classify information about data, people or things; collaborate with co-workers on group projects &/or respond to general inquiries from employees, public & government officials.

(\*)Developed after employment

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Associate core program in business administration, accounting, finance or related field.

-Or 18 mos. exp. or 18 mos. trg. in accounting &/or finance to include a basic level of experience in spreadsheet software.

-Or completion of high school technical program in accounting; 6 mos. exp. or 6 mos. trg. in accounting or finance to include a basic level of experience in spreadsheet software.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Financial Analyst			DRAFT	

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

1. Prepares, examines, &/or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, & conformance to reporting & procedural standards:
  - Conducts complex reconciliation of records (e.g., MBE, payment card threshold, Medicaid)
  - Determines coding for transactions
  - Develops forms & manuals for accounting procedures
  - Researches & analyzes transaction errors (e.g., budget, coding, interface) & resolves without external involvement
  - Administers accounts outside of TOS (e.g., independent, client, inmate)
  - Researches questionable &/or unauthorized payment card transactions
  - Monitors & analyzes outstanding A/R
  - Reviews expenditures to ensure allowable costs are within the POA
  - Monitors CAP for state &/or federal auditors
  
2. Performs various payroll activities:
  - Reconciles complex leave information in OAKS &/or agency-specific system (e.g., military, OIL, disability, workers' compensation, garnishments)
  - Processes off-cycle manual paychecks
  
3. Performs various accounting related duties:
  - Determines the amount for daily cash draws
  - Closes out allocations at end of state fiscal year (i.e., SFY)
  - Calculates service charges from established rates
  - Performs debt collection process (e.g., determines late payments & sends notices; creates payment schedules; certifies unpaid invoices to AGO)

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations\*; OAKS FIN &/or federal accounting system\*; purchasing\*; budgeting. Skill in use of calculator, personal computer & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; collaborate with co-workers on group projects &/or respond to confidential & sensitive inquiries from employees, public & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Bachelor core program in business administration, accounting, finance or related field; 6 mos. exp. or 6 mos. training in accounting &/or finance to include an intermediate level of experience in spreadsheet software.

-Or 12 mos. exp. as Financial Associate, XXXXX.

-Or 30 mos. exp. or 30 mos. training in accounting &/or finance to include an intermediate level of experience in spreadsheet software.

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required accounting/fiscal experience referenced in this portion of the minimum qualifications.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be required to work long or unusual hours during peak operational periods.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Senior Financial Analyst			DRAFT	

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

1. Researches & analyzes complex information to resolve errors, modify data, &/or determine appropriate action with external involvement (e.g., OBM, Controlling Board, federal government, Medicaid):
  - Designs & builds custom financial reports in various systems (e.g., BI, FIN, Access)
  - Synthesizes data from multiple financial sources to create reports/presentations for internal/external stakeholders
  - Prepares & analyzes CAP for state &/or federal auditors
  - Establishes & adjusts payment schedules in OAKS &/or agency system as needed
  - Serves as liaison to troubleshoot any financial issues, questions & communications (e.g., audit, OSS)
  - Administers complex accounts outside of TOS (e.g., court-ordered liabilities, loans, Medicaid limits)
  - Assists in updating & recommends changes in fiscal policy
  
2. Administers the fiscal aspect of the grant:
  - Collaborates with program office to assemble, review & analyze documents for grant applications
  - Establishes the fiscal monitoring of approved grants to ensure quality assurance throughout all processes by reviewing available funds in compliance with state & federal procedures
  - Prepares, updates & reviews grant reports
  - Closes out allocations at end of POA
  - Coordinates cash drawdowns with internal/external entities
  - Serves as liaison with federal accounting systems (e.g., DPM, ASAP, G5)
  
3. Performs various accounting related duties:
  - Appraises & evaluates personal property & equipment, recording information such as the description, value & location of property
  - Establishes depreciation schedules
  - Assists budget office with forecasting/trend analysis
  - Trains agency staff on fiscal policies & procedures

**MAJOR WORKER CHARACTERISTICS**

Knowledge of accounting; applicable state &/or federal laws, rules, procedures & standards governing fiscal operations\*; OAKS FIN &/or federal accounting system\*; purchasing\*; budgeting; employee training & development\*. Skill in use of calculator, personal computer & applicable software applications (e.g., spreadsheets, databases, word processing), multi-purpose workcentres. Ability to define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; gather, collate & classify information about data, people or things; concentrate with attention to detail; deal with many variables & determine specific action; collaborate with co-workers on group projects &/or respond to confidential & sensitive inquiries from employees, public & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Graduate core program in business administration, accounting, finance or related field; 6 mos. exp. or 6 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or bachelor core program in business administration, accounting, finance or related field; 18 mos. exp. or 18 mos. trg. in accounting &/or finance to include an advanced level of experience in spreadsheet software.

-Or 12 mos. exp. as Financial Analyst, XXXXX.

-Or 42 mos. exp. or 42 mos. training in accounting &/or finance to include an advanced level of experience in spreadsheet software.

NOTE: Successful completion of the Fiscal Academy may be substituted for 4 mos. of required accounting/fiscal experience referenced in this portion of the minimum qualifications.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

May be required to work long or unusual hours during peak operational periods.